

Minutes of the Regular Meeting of the Southwick Housing Authority - 20 June 2007.

The regular meeting of the Southwick Housing Authority for the month of June 2007 was called to order by the Chairman at 7:15 PM, 20 June 2007 in the activity room of the Depot Court project, 12 Depot Street, Southwick, MA.

1. ROLL CALL:

Members Present Members Absent

ROBERT K. JOHNSON, Chairman & SYLVAIN P. THIBAUT, Member
State Member

JEFFREY L. GURNEY, Vice Chairman

JOAN M. HAGAN, Treasurer

HENRY C. ENGELHARDT III, Exec. Dir.

2. MINUTES:

The minutes of the meeting held on 30 May 2007 were distributed to the members. After review, it was moved by Mr. Gurney and seconded by Mrs. Hagan that the minutes be accepted as presented. Passed unanimously.

3. BILLS AND COMMUNICATIONS:

Correspondence that had been received and dispatched since the previous meeting was discussed. The financial statements with reconciled bank statements for all projects were mailed to the members prior to the meeting. Vouchers for the payment of bills were approved by the chairman and the checks were signed by the Treasurer.

4. REPORT OF THE EXECUTIVE DIRECTOR:

The executive director reported one vacancy at Depot Court.

5. REPORTS OF COMMITTEES: None

6. UNFINISHED BUSINESS:

The Chairman asked for the status of the appointment of a replacement for Mr. McCutcheon. The advertising has gone out from the Board of Selectmen but any deadline was unknown. Mr. Engelhardt will find out when the letters of interest from prospective members are due. The roof project is on temporary hold. The membrane is complete, but the application of shingles and metal roof edging must wait until the architect revises the plan to show replacement of all shingles. The family housing lead paint removal project is progressing. The architect is preparing detailed drawings and specifications for all 6 CH705 dwellings. The project will include \$55,000.00 from the housing portion of available CPC for window replacements at 2 Babb Rd, 46 Birchwood Rd, and 48 Birchwood Rd. The use of the CPC funds provided leverage for \$173,567.30 in state funds supplied by DHCD.

8. NEW BUSINESS:

DHCD has approved an increase of \$214,000.00 for a change order on the roof project to

re-shingle the mansards at Depot Court. Unfortunately, they do not know when the project funds will be available. They estimate September 2007. Funds are also unavailable for other projects. Due to the urgent need for funds to pay outstanding debts and continue work projects, DHCD has asked the authority to borrow from local banks in anticipation of future reimbursement by DHCD. The authority estimates a need for a line of credit of about \$600,000.00. After discussion and review of specific project needs, it was moved by Mrs. Hagan and seconded by Mr. Gurney that the Executive Director locate a funding source and that the Chairman sign for the line of credit not to exceed \$600,000.00 based upon a guarantee from DHCD that the amounts borrowed, including debt service, will be reimbursed by DHCD. Passed unanimously (Resolution/motions #10-2007). Due to the burdensome USDA requirements for maintaining a reference library, attending regular training, and producing an inordinate amount of paperwork associated with the audit of the Ahrend Circle project, Mr. Tsatsos is dropping out as our contract auditor. We will be engaging David Rizzo of Bardaglio, Hart, and Schuman, LLC as his replacement. The time and date of the authority meetings was discussed. It was decided by consensus to bring the matter up at the first meeting after the new member of the authority has been selected and sworn-in. The work burden of the staff was discussed. Mr. Engelhardt said that in the next budget request he will include a request to increase the maintenance person's time from 2 to 5 days a week at the state projects. He will also include the acquisition of a housing authority computer service that will reduce the administrative burdens associated with applications, waiting lists, bookkeeping, accounting, and work orders.

The next meeting is scheduled for 18 July 2007.

8. ADJOURNMENT: There being no further business before the Authority, the Chairperson adjourned the meeting at 7:40 PM, 20 June 2007.

Respectfully submitted, HENRY C. ENGELHARDT III, PHM, Secretary